



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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"To Enrich Lives Through Effective And Caring Service"

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August 05, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**BOARD OF SUPERVISORS EXECUTIVE OFFICE AND
INTERNAL SERVICES DEPARTMENT:
HALL OF ADMINISTRATION BASEMENT REFURBISHMENT PROJECT CATEGORICAL
EXEMPTION
ESTABLISH PROJECT, APPROVE PROJECT BUDGET, AND AUTHORIZE TO PROCEED WITH
CAPITAL PROJECT NO. 87186
ALL DISTRICTS
(3 VOTES)**

SUBJECT

These actions will find the Hall of Administration Basement Refurbishment Project categorically exempt from the provisions of the California Environmental Quality Act; approve the capital project budget; and authorize the Board of Supervisors, Executive Officer and Director of Internal Services Department to carry out the Project, including the acquisition of new modular furniture.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Hall of Administration Basement Refurbishment Project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Approve a total Project budget of \$1,388,000 for the Hall of Administration Basement Refurbishment Project, Capital Project No. 87186.
3. Authorize the Board of Supervisors, Executive Officer and the Director of Internal Services Department, or their designees, to carry out the capital project.

4. Authorize the Director of Internal Services Department to purchase new modular furniture and begin renovations using Board-approved Job Order Contract and Internal Services Department staff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Hall of Administration Basement Refurbishment Project (Project), Capital Project No. 87186, exempt from the California Environmental Quality Act (CEQA) and allow the Board of Supervisors Executive Office and the Internal Services Department (ISD) to implement the proposed Project.

Rooms B-47 and B-57 of the Hall of Administration serve as headquarters for ISD's building crafts operations to maintain County buildings throughout the Civic Center area. The existing footprint includes space for ISD building crafts staff, supervisors, and administrative support, including offices, reception, conference area, lockers, file/storage rooms, and shop space. In July 2012, the Superior Court contracted out building maintenance services that were previously provided by ISD. The Court's action reduced ISD's space needs at the Hall of Administration.

The Board of Supervisors, Executive Office has identified the need for additional staff space within the Hall of Administration (HOA). Currently, Commission Services Division (CSD) staff are spread throughout the basement, third, and fourth floors. The proposed Project will relocate and group together CSD staff, create office and conference space for these eight to ten staff for the Board of Supervisors, Executive Office using approximately 1,300 square-feet of shop space formerly occupied by ISD building crafts.

The remaining, larger part of the Project will replace the suspended ceiling in ISD's building crafts space, create a staff women's locker room and restroom, refurbish the existing staff men's locker room and restroom to comply with Americans with Disabilities Act (ADA) and building code requirements, and include ADA alterations to the public women's restroom and accessible path of travel. The Project will employ a mix of Board-approved Job Order Contract (JOC) and County staff. ISD will purchase and install modular furniture, and provide project management and related services. The Project Schedule and Budget Summary are provided in Attachment I.

Green Building/Sustainable Design Program

The Project supports the Board's Green Building/Sustainable Design Program by recycling demolition materials, and using construction materials and modular furniture that are composed, in part, of recycled materials. This will reduce the amount of demolition materials that would otherwise be disposed in landfills, reduce the consumption of natural resources, and reduce the production of synthetic materials, which in turn reduces carbon emissions.

Implementation of Strategic Plan Goals

The proposed Project supports County Strategic Plan Goal for Operational Effectiveness (Goal 1), by providing employees with safe and efficient working space. Placing the CSD staff in close proximity will promote operating efficiencies.

FISCAL IMPACT/FINANCING

The total estimated Project cost is \$1,388,000, which includes plans and specifications, plan check,

construction, change orders, consultant services, miscellaneous expenditures, Civic Art allocation, and County services. The Project is fully funded with prior year departmental net County cost (\$358,000 from the Executive Office and \$1,030,000 from ISD) and is budgeted in the Fiscal Year 2014-2015 Capital Projects/Refurbishments' budget, Project No. 87186. The Project Budget Summary is included as Attachment I.

Operational Budget Impact

There will be minimal impact on ISD's Operating Budget. The space that is being transferred to the Board of Supervisors Executive Office was utilized for shop work and storage. Once the Space Assignment Notice is updated to reflect a lower occupancy factor, ISD's share of the Hall of Administration Proprietorship budget is expected to decrease by approximately \$25,000 per year. The Board of Supervisors Executive Office will assume the costs for the space, and will not require additional funding in its operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to the Board's Civic Art Policy adopted December 7, 2004, and revised on December 15, 2009, 1 percent of the design and construction cost of the proposed Project has been allocated to the Civic Art Special Fund.

A standard previously-awarded JOC contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees are included in the contract.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the provisions of CEQA. The proposed Project includes interior alterations of an existing public facility, including demolition of walls, painting, electrical, voice and data wiring, testing, and certification. The work is, therefore, within a class of projects that has been determined not to have a significant effect on the environment in that it meets criteria set forth in Section 15301(a) of the State CEQA Guidelines and Class 1(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make use of the exemption inapplicable based on the Project records.

Upon your Board's approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Work on this Project will be performed during both regular work hours and after hours to minimize the impact on services to other County departments or the public. Impacted staff will be relocated during the refurbishment period to existing vacant spaces within ISD. There is no employee impact as a result of these agreements.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division, and to Internal Services Department.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:SHK:DJT

SW:CY:rp

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Internal Services

August 5, 2014

ATTACHMENT I

**HALL OF ADMINISTRATION BASEMENT REFURBISHMENT PROJECT
ESTABLISH PROJECT, APPROVE PROJECT BUDGET
AUTHORIZE TO PROCEED WITH CAPITAL PROJECT NO. 87186
CATEGORICAL EXEMPTION**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Design/Engineering	June 2014
Jurisdictional Agency Review	July 2014
Job Order Contract/Work Order Authorization	August 2014
Substantial Completion	February 2015
Final Acceptance	March 2015

PROJECT BUDGET SUMMARY

Budget Category		Project Budget
Land Acquisition		
Construction		
	Job Order Contract	\$700,000
	Low Bid Construction Contract	
	Change Orders	\$70,000
	Unforeseen Conditions	
	Departmental Crafts	\$45,000
	Youth Employment	
	Construction Consultants	
	ISD Labor	
	Misc. Expense	
	Gordian Group	\$13,000
	Civic Arts	\$9,000
	Subtotal	\$837,000
Programming/Development		
Plans and Specifications		
	Plans and Specifications	\$157,000
	A/E Supplemental Agreements	
	A/E Reimbursable Costs	
	Subtotal	\$157,000
Consultant Services		
	Deputy Inspection	
	Site Planning	
	Hazardous Materials	
	Testing/Hygienist	\$10,000
	Geotech/Soils Test	
	Material Testing	
	Cost Estimating	
	Topographic Surveys	
	Construction Management	
Construction Administration		
	Environmental	
	Move Management	
	Equipment Planning	
	Legal	
	Contract/Change Order	
	Other – Air Balance	\$9,000
	Subtotal	\$19,000

PROJECT BUDGET SUMMARY (CONT)

Miscellaneous Expenditures	
ISD Countywide Contract Compliance	\$7,000
Furniture, Fixtures, and Equipment	\$150,000
Printing	
Subtotal	\$157,000
Jurisdictional Approvals	
Regional Planning	
Fire Department	
Health Department	
Building and Safety Plan Check	\$11,000
Subtotal	\$11,000
County Services	
Code Compliance and Quality Control	
Inspections	
Design Review	
Design Services	
Contract Administration	
Project Management (ISD Indirect)	\$187,000
Project Management Support	
Services	
ISD Job Order Contract Management	
DPW Job Order Contract	
Management	
ISD ITS Communications	\$20,000
Project Security	
Project Technical Support	
County Counsel	
Other	
Consultant Contract Recovery	
Sheriff Job Order Contract	
Management	
Subtotal	\$207,000
Total	\$1,388,000